DATE: DECEMBER 27, 2012

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SECRETARY II CLASSIFIED POSITION VACANCIES 001

LOCATION:

DEPARTMENT OF REVENUE INSURANCE COMMISSION

WVCONNECT KANAWHA

SCHEDULE:

DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:

1.00

DUTIES:

UNDER GENERAL DIRECTION WILL PERFORM PROJECT MANAGEMENT FOR ASSIGNED HEALTH INSURANCE PROJECTS. WILL ATTEND MEETINGS WITH OR ON BEHALF OF THE SUPERVISOR TO TAKE NOTES OR DELIVER BASIC INFORMATION. COMPOSES FORM LETTERS, ROUTINE CORRESPONDENCE. AND FACTUAL REPORTS REQUIRING JUDGEMENT AND ORIGINALITY. GATHERS, REQUESTS, AND /OR PROVIDES FACTUAL INFORMATION, REQUIRING REFERENCE TO A VARIETY OF SOURCES. ABILITY TO SCHEDULE MEETINGS AND COORDINATE LARGE NUMBER OF OF PROJECTS. DEVELOP OFFICE POLICIES AND PROCEDURES. PLAN DETAILED TRAVEL ARRANGEMENTS. ANALYZE AND WORK WITH CONFIDENTIAL HEALTH INSURANCE MATERIALS. ANSWERS CALLS/EMAILS/ LETTER CORRESPONDANCE AS NECESSARY. UPDATING WEBSITE INFORMATION. HAVE WORKING KNOWLEDGE OF HEALTH CARE AND HEALTH INSURANCE REGULATIOINS TO CONDUCT RESEARCH. WORK WITH COMMON OFFICE SOFTWARE AND OIC REGULATORY SOFTWARE ASSIST IN MANAGING OFFICE BUDGET. ASSIST IN MAKING OFFICE PURCHASES. MANAGE ADMINISTRATIVE FUNCTIONS RELATED TO TIMEKEEPING, CUSTOMER SERVICE AND OTHER OFFICE PROCEDURES. ASSIST IN PERSONNEL AND PROCUREMENT INTERVIEWS, BOTH AS A SCORER AND IN MANAGING THE PROCESS. DELEGATE WORK. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH HIGH LEVEL WRITING SKILLS, STRONG COMPUTER SKILLS; LEGAL/HEALTH RESEARCH SKILLS: EXPERIENCE WITH CONFIDENTIAL DOCUMENTS AND EDUCATION AND

REQUIREMENTS:

TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL

OR THE EQUIVALENT.

EXPERIENCE IN HEALTH INSURANCE.

EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT

PART-TIME PAID EXPERIENCE PERFORMING CLERICAL

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DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND COMPOSING ROUTINE CORRESPONDENCE.

SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS OF THE REQUIRED EXPERIENCE.

SALARY:

PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE:

JANUARY 09, 2013

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:

CAMMIE WHEELER PO BOX 50540

CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130015 ON APPLICATION